



**Robert H. Ledbetter College of Business**

**Master Course Outline**

**Course Title:** Principles of Management – ONLINE

**Course Number:** MGT 3300

**Course Location:** ONLINE

**Class Dates:** See the Academic Calendar

**Class Duration:** 8 Weeks

**Class Schedule:** Your availability but weeks assignments are due no later than Sunday at 11:59 PM each week

**Instructor:** Posted in the classroom

**Course Description:** A study of management theory and practice and the role of managers in today's organizations. Topics include an overview of modern management, the historical development of management, and the traditional management functions of planning, organizing, staffing, leading, and controlling.

**Prerequisite:** None



Description of Content		(Check One)	
		Required	Optional
<b>Required Textbook(s)</b>	Bateman, T. S. & Snell, S. A (2018). <i>Management</i> (5th ed.). New York, NY: McGraw-Hill. <b>DIGITAL COPY IS ACCEPTABLE</b>  <b>Student Book Website:</b> <a href="https://www.mheducation.com/highered/product/m-management-bateman-snell/M9781259732805.html#buying-options">https://www.mheducation.com/highered/product/m-management-bateman-snell/M9781259732805.html#buying-options</a>	<b>X</b>	
<b>Required Resources &amp; Supplies</b>	<b>Access to computer – All assignments typed</b> <b>Canvas – All grades/course communication take place here</b>	<b>X</b>	

**Course Specific  
Performance  
Objectives:**

The objectives of this course are to develop within students the skills of:

1. Defining management and describing environment factors that impact the management process (Principle I, III)
2. Describing essential management types, roles, and skills (Principle I, III, IV)
3. Explaining how organizational goals are attained through the management functions of planning, organizing, leading, and controlling (Principle I, III, and IV)

### High-level Course Outline:

(This is subject to revision at the sole discretion of the instructor)

Session Dates	Topics of Discussion	Homework
<b>Week 1</b>	<b>Definition of Management and the Environment of Business</b>  Introductions, Expectations, Course Review  Chapters 1, 2, & 3 in the text  Chapter PowerPoint slides and videos	Read Chapters 1, 2, & 3  Complete review questions  Complete session quiz  Complete forum discussion
<b>Week 2</b>	<b>Ethics, Social Responsibility, and Planning</b>  Chapters 4 & 5  Chapter PowerPoint slides and videos  Read the article from Harvard Business Review: <i>How to Keep Your Top Talent</i>	Read Chapters 4 & 5 in the text  Complete review questions  Complete session quiz  Complete forum discussion
<b>Week 3</b>	<b>Entrepreneurship and Organizing for Action</b>  Chapters 6 & 7  Chapter PowerPoint slides and videos	Read Chapters 6 & 7 in the text  Complete review questions  Complete session quiz  Complete forum discussion
<b>Week 4</b>	<b>Managing Human Resources</b>  Chapter 8  Chapter PowerPoint slides and videos	Read Chapter 8 in the text  Complete review questions  Complete session quiz  Complete forum discussion

<b>Week 5</b>	<b>Managing a Diverse Workforce and Leadership</b>  Chapters 9 & 10  Chapter PowerPoint slides and video	Read Chapters 9 & 10 in the text  Complete review questions  Complete session quiz  Complete forum discussion
<b>Week 6</b>	<b>Motivating People and Working in Teams</b>  Chapters 11 & 12  Chapter PowerPoint slides and video  Articles regarding motivating others	Read chapters 11 & 12 in the text  Complete review questions  Complete session quiz  Complete forum assignment
<b>Week 7</b>	<b>Communication and Managerial Control</b>  Chapters 13 & 14  Chapter PowerPoint slides and video	Read chapters 13 & 14 in the text  Complete review questions  Complete session quiz  Complete forum discussion
<b>Week 8</b>	<b>Innovating and Changing</b>  Chapter 15  Chapter PowerPoint slides and video	Read chapter 15 in the text  Complete review questions  Complete session quiz  Complete forum discussion  Complete course evaluation

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<b>Instructional Methods</b>	This class will be conducted through lectures and presentations, assigned readings, discussion threads, and quizzes.								
<b>Grading</b>	<b>Grading Scale:</b> 90-100%            A 80-89%            B 70-79%            C 60-69%            D Below 60%        F								
<b>Library Assignment(s):</b>									
<b>Instructor / Course Requirements</b>	<p>Your work will be evaluated and graded based on the extent to which it is thorough, accurate, concise, neat, professional, and submitted on time.</p> <p>Student performance will be based upon the following criteria:</p> <table> <tr> <td>FORUM Participation</td><td>35%</td></tr> <tr> <td>Weekly Review Questions</td><td>35%</td></tr> <tr> <td>Weekly Quizzes</td><td>30%</td></tr> <tr> <td><b>TOTAL</b></td><td><b>100%</b></td></tr> </table>	FORUM Participation	35%	Weekly Review Questions	35%	Weekly Quizzes	30%	<b>TOTAL</b>	<b>100%</b>
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Weekly Quizzes	30%								
<b>TOTAL</b>	<b>100%</b>								
<b>Forum / Class Participation</b>	<p>Your initial response to the forum discussion is due no later than day three 3 (Wednesday) at 11:59 PM. You are to respond to a minimum of <b>two (2)</b> classmates' posts no later than day 7 (Sunday) at 11:59 PM. Your initial post should be <b>three (3) paragraphs</b> and well-constructed. Each responsive post should be <b>two (2) paragraphs</b> and be well written and substantive in nature. Add to the body of knowledge and expound on the topic of discussion. Due to the collaborative nature of the classroom, no late discussions will be accepted.</p>								
<b>Weekly Readings</b>	<p>Chapter readings are the responsibility of the student and should be completed before reviewing the narrated PowerPoint lectures for that session.</p>								
<b>Weekly Review Questions</b>	<p>Session review answers should be at least 2-3 well written paragraphs for each question. They are due no later than Day 7 (Sunday) at 11:59 PM of the week that we cover the material. I will not accept late assignments. All assignments must be uploaded into Canvas in order to receive credit.</p>								

<b>Weekly Quizzes</b>	Short on-line quizzes will also be assigned each week. Please take the quiz and post to Canvas no later than 11:59 PM on Day 7 (Sunday). I will not accept any late quiz submittals.
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## Course Expectations and Policies

**Print the Syllabus:** In case you do have an emergency, and can't access your computer, by having a hard copy of the Syllabus you'll be able to determine what you need to do, contact info, etc. So print the Syllabus out now. Be sure that you write on the Syllabus the sign-on info for accessing your Shorter course as well. Be sure you have my contact information printed out as well, just in case.

**Late Work:** Each week's written work (discussion threads and/or written assignments) must be completed by the specified day and time (see above), unless otherwise specified. Late work will usually not be accepted, except for document medical illness or military duty. If late work is accepted, it typically will be subject to a **10%** deduction (for forum discussions) and **one** point per day for written assignments. You must get my approval to submit late work. You will always be better off by communicating with me as soon as you know you've got an issue/problem, and not waiting until afterwards.

**Office Hours:** I have normal "virtual" office hours and check my email several times each day. If you need me, send me an email. I will get it immediately on my phone. For my email address, refer to the instructor information tab in the course home.

**Communications:** If you're having a problem, are going to miss something, or if something is going to affect your work in class, then by all means let me know!

**Responding to email:** I will respond to course related questions within 24 business hours. If I find those questions relevant and important to others, I will post them on the announcement page.

**Email Communication:** Be sure in all your email communications that the subject line includes the course number, your name, and the assignment identifier, if the email is concerning a specific assignment. This is a **MUST**.

**Deadlines and Emergencies:** Odd things happen in cyberspace—submissions get lost, servers disconnect temporarily, and logins fail. Emergencies happen as well; health issues, family issues, weather issues, electricity goes out, etc. I understand that, these events happen to me occasionally as well. But, on the other hand, if you've planned ahead, these "life events" will not have as significant an impact upon you as they will otherwise. Do not wait for the last minute on Sunday night to do your work. Allow time to meet deadlines. You are responsible for getting the work submitted on time. (See the section on "plan ahead.") There are computers at libraries that are publicly available for you to work on, if your PC goes out, or your power goes off. Ask your friends to let you borrow their computer/internet access if necessary. (This is why you should print the Syllabus/Guide) There are ways to get access to the internet, email, your course shell, if it's important enough to you. Expect the best but plan for the worse. Build contingencies into your planning.

**Turning assignments in:** All assignments should be turned in via the course, unless otherwise noted. Do not email me your assignments, unless we have discussed doing so. Due dates of each assignment is posted within the assignment and also on the Schedule page under the Syllabus/Schedule link. Unless



otherwise noted, all assignments are due by Sunday midnight of that assignment's week. See the "*Late Work*" section (above) for specifics regarding grades for late submissions.

**Announcements:** I highly recommend you read Announcements every time you sign on to the course. All important reminders, updates, questions and answers, etc. are posted there because this is the first page when you log into the class. My expectation is that you will sign on at least five out of the seven days of the week.

**APA Guidelines and Materials:** Like many leading universities, Shorter University uses the standard American Psychological Association (APA) format. The guidelines and supplemental materials can be found in the course shell, and it is strongly recommended that you review all of this material. It is strongly encouraged that students purchase a guide such as the *Pocket Guide to APA Style* by Robert Perrin published by Houghton Mifflin or the full manual published by the American Psychological Association. It is available at most bookstores or on amazon.com. Most students find this guide easy to use and it is moderately priced. It will help you tremendously in this class and the writing assignments. You can find a manual at local book stores or online at apa.org.

**Be a successful online student.** It takes great effort to be a successful online student. You have to be self-motivated and self-disciplined to keep yourself on schedule with reading, assignments, projects, etc. You do have to devote time away from your busy family and work schedule to work on the course so you won't fall behind.

**Communication is a key.** The communication channel is always open between you, me, and your classmates. It is very, very important that we keep connected and interact. If you do have questions, please feel free to use email, discussion board, chat, or phone to contact me or classmates. Learning takes place in a community.

**Netiquette:** All members of the class are expected to follow rules of common courtesy in all email messages and discussions threads. Respect each other in discussion board and chat sessions. Please write your name at the end of discussion postings and email messages so we know who has contributed to the learning process. Voice/write any disagreements you may have politely and professionally, and treat others as you want to be treated. Behavior contrary to this request will **NOT** be tolerated, and consequences will be dealt with in terms of marked down grades, at a minimum.

## Academic Integrity Policy

### ***A Community of Honor***

As a liberal arts university committed to the Christian faith, Shorter University seeks to develop ethical men and women of disciplined, creative minds and lives that focus on leadership, service and learning. The Honor System of Shorter University is designed to provide an academic community of trust in which students can enjoy the opportunity to grow both intellectually and personally. For these purposes, the following rules and guidelines will be applied.

### ***Academic Dishonesty***

"Academic Dishonesty" is the transfer, receipt, or use of academic information, or the attempted transfer, receipt, or use of academic information in a manner not authorized by the instructor or by university rules. It includes, but is not limited to, cheating and plagiarism as well as aiding or encouraging another to commit academic dishonesty.

"Cheating" is defined as wrongfully giving, taking, or presenting any information or material borrowed from another source - including the Internet by a student with the intent of aiding





himself or another on academic work. This includes, but is not limited to a test, examination, presentation, experiment or any written assignment, which is considered in any way in the determination of the final grade.

"Plagiarism" is the taking or attempted taking of an idea, a writing, a graphic, musical composition, art or datum of another without giving proper credit and presenting or attempting to present it as one's own. It is also taking written materials of one's own that have been used for a previous course assignment and using it without reference to it in its original form.

Students are encouraged to ask their instructor(s) for clarification regarding their academic dishonesty standards.

### ***Procedure***

A. It is the responsibility of an instructor to certify that academic assignments are independently mastered sufficiently to merit course credit. The responsibility of the student is to master academic assignments independently, refrain from acts of academic dishonesty, and refuse to aid or tolerate the academic dishonesty of others.

B. If an instructor determines that the student is guilty of academic dishonesty, the instructor must discuss the matter with the student. In the event the instructor cannot reach the student in a timely manner, such as when the student has gone home at the end of a semester, the instructor may assign a grade of "I" (Incomplete) until the student can be contacted and the matter of academic dishonesty discussed. The instructor then completes the "Academic Violation Form" (see *Appendix A*) which should include evidence and other necessary documentation. The instructor will determine the appropriate remedy: either to assign a grade of zero on that assignment in question or a grade of "F" in the course. The student will designate whether he/she accepts the remedy for the violation of the dishonesty policy or wishes to appeal the instructor's decision. If a student elects to appeal, the "appeal due date" line must be completed on the Academic Violation Form. (See the Appeals section below for more information regarding the appeals process)

C. Upon completion, the instructor forwards the Academic Violation Form to the Registrar's for the placement in the student's permanent record. The Registrar will forward copies of the Academic Violation Form to the student, the faculty member, department chair, academic dean, dean of students, provost, and president. Not appealing when the form is first completed or by the appeal due date will be taken as an admission of guilt, except under compelling circumstances to be determined at the sole discretion of the provost.

D. If upon receipt of the Academic Violation Form the Registrar determines that the student is guilty of a second offense, then a grade of FD (Failure Due to Academic Dishonesty) will be assigned by the Registrar for the course regardless of the remedy specified on the Academic Violation Form. Assigning the FD is to be done by the Registrar when the second Academic Violation Form is placed in the student's record, and the Registrar will notify all parties in writing. The student is then permanently barred from membership in any honorary society and is permanently ineligible for any SU honor list. The student may petition the Academic Integrity Appeals Committee to have the dishonesty notation removed from the transcript after one year or upon graduating from the University if no additional dishonesty offenses occur and the

student satisfactorily completes the Academic Integrity Program. The grade of F remains on the transcript. Upon receipt by the Registrar of a third offense, the Registrar will assign the grade of FD and then notify all parties. After all appeals are exhausted, if the third offense still stands, then the student will be permanently expelled from the University. The notice of expulsion will be forwarded to the student, department chair, appropriate academic dean, dean of students, provost, and president. A copy of the final report with the three offenses will become a part of the student's permanent record. The university reserves the right to expel the student after a first or second offense, depending on the circumstances and at the sole discretion of the provost.

### ***Appeals***

A. The student who wishes to appeal an academic violation charge should submit his/her appeal in writing to the chair of the appropriate department by the appeal due date indicated on the Academic Violation Form, which is normally within ten regularly scheduled class days after the completion date of the Academic Violation Form. This statement should contain the reasons for which the student is appealing the instructor's decision. The burden of proof lies with the student in such a case to show that an error or malfeasance has occurred. Within ten 27 regularly scheduled class days of receiving the written appeal, the department chair will notify in writing both the instructor and the student of the chair's decision. If the department chair is also the instructor who files the Academic Violation Form, then the student must appeal to the appropriate academic dean.

B. When, in the opinion of the department chair, the student fails to show reasonable cause for further investigation, the chair may deny the appeal without taking further action. When, in the opinion of the department chair, a student's appeal raises reasonable doubt as to whether a mistake or malfeasance has occurred, the chair will meet with the faculty member and with the student and render a decision within ten regularly scheduled class days of the receipt of the appeal. If the decision favors granting the student's appeal, the department chair may request that the Registrar remove the Academic Violation Form from the student's record. The chair will notify both the student and the instructor of this action.

C. If the student files the initial appeal or elects to appeal the chair's decision during Maymester, Summer I, Summer II or during final exam week of the Fall or Spring semesters and if the instructor or department chair is not available during that time, all of the foregoing time requirements begin to run with the first day of class in the next major term. In extreme or unusual circumstances regarding the timeliness of the appeals process, the provost will make the final determination.

D. Any student who has exhausted the remedies open under the procedures outlined above may appeal the entire matter to the Academic Integrity Appeals Committee in writing within ten regularly scheduled class days of receiving the response from the department chair. Upon receipt of the appeal, the Academic Integrity Appeals Committee will review the matter and issue a decision within fifteen (15) regularly scheduled class days. The Academic Integrity Appeals Committee has the authority to deny the appeal, reduce the penalties in the event of extenuating circumstances, or direct the registrar to remove the record of the Academic Violation Form from the student's permanent record. The results of the Academic Integrity Appeals Committee are final.



E. All results from the proceedings of the Academic Dishonesty Appeals Committee should be reported to the appropriate academic dean, dean of students, provost, and president as information.

NOTE: During the appeals process, the student may continue to attend the class in which the violation occurred.

**Disability Services:** If you believe you are entitled to reasonable accommodation based on a documented disability (per The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973), please contact Student Support Services at 706-233-7417 or visit <http://www.shorter.edu/disability-services> for more information.

**The instructor reserves the right to modify the corresponding class syllabus to better facilitate the learning process, however, adherence to campus/departmental policies must be maintained.**